

Dear [Employee's Name],

I hope this message finds you well. It is with deep regret that I am writing to inform you of the decision we have made regarding your position at [Company Name]. Due to [brief explanation of reasons, e.g., "economic downturn," "business restructuring," etc.], we have unfortunately had to make the difficult decision to eliminate several positions within the company, including yours.

This decision was not made lightly and involved careful consideration of all possible alternatives. We value the contributions you have made during your time with us, and this decision is in no way a reflection of your performance or dedication.

Your last working day will be [date], and we will provide you with [details about severance package, support, or options]. Our HR team is available to assist you with any questions you may have during this transition.

We appreciate your understanding during this challenging time and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]